



ADMINISTRATIVE NOTES

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LIBRARY PROGRAMS SERVICE



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CLASSIFICATION MANUAL UPDATE

In August 1983, the Library Programs Service awarded a contract to Mrs. Mae Collins, former Chief, Library Division, to develop a Classification Manual. The Manual is intended to describe the development of the SuDocs Classification System and to formalize procedures for assigning Superintendent of Documents' Classification Numbers to U.S. Government documents. The manual will discuss the history of the Superintendent of Documents' classification scheme, the formulation of author symbols, series designations, and book numbers. Congressional and related publications and exceptions, problems, and miscellaneous instructions will be discussed in their own chapters.

The draft Classification Manual has been critiqued by Library Division staff, and Mrs. Collins has revised her manual to reflect LPS staff suggestions. Mrs. Collins has turned over the manuscript to a typist for finalization before she presents the manuscript to the Library Division.

The Library Division plans to distribute the manual to Depository Libraries in the summer of 1984.

INSPECTION PROGRAM STATISTICS

The four Depository Library Inspectors examined 231 libraries in Fiscal Year 1983. Five of these depositories were placed on probation. During the first two quarters of Fiscal Year 1984, 128 libraries have been investigated. Three libraries have been placed on probation. Four other depositories showed significant improvement and have been removed from probationary status.

The new Inspection Visit Form has been printed and was implemented on March 1.

INSTRUCTIONS TO DEPOSITORY LIBRARIES

Instructions to Depository Libraries have been extensively revised. We expect that this publication, in loose-leaf format for easy updating, will be printed this Spring.

MONTHLY CATALOG UPDATE

In 1984 the Government Printing Office began publication of the Monthly Catalog in both the paper and microfiche formats. One thousand microfiche subscription have been sold as of February 27, 1984, and 2,804 paper subscriptions. The microfiche edition is a new GPO best seller.

The preliminary pages of the Monthly Catalog have been revised and updated. The sample entries for both the monthly issues and the Serials Supplement reflect current cataloging practice. The "Corrections for Previous Monthly Catalogs," "Discontinued Series," and the "New Classification Numbers" sections of the preliminary pages are now printed in labeled columns to facilitate readability, and these sections are reviewed to ensure accuracy. The Federal Library Program listing and the GPO Bookstore listing have been reformatted to read horizontally for easier use.

Librarians have expressed concern that all entries displayed in the Monthly Catalogs from July 1976-1980 are not listed in the July 1976-1980 Cumulative Index. The Library Division staff have conducted random sample studies for each issue contained in the July 1976-1980 Index, and all entries selected have been present. The index is enhanced by an expanded title-keyword index, a feature not previously published.

In order to produce the July 1976-1980 Index the Library Division had to recreate the AACR 1 software. The AACR 1 software was destroyed when the Classification and Cataloging Branch implemented the AACR 2 cataloging rules in November 1980. The Series Index sorts on different fields in AACR 1 and AACR 2 software; therefore the Series Index was reviewed extensively to ensure its integrity.

Name headings and subject headings were updated to current Library of Congress practice before each annual cumulation was published from July 1976-1980. This practice ensured that the indexes never matched the printed cataloging record that had appeared in the Monthly Catalog.

CENSUS PUBLICATIONS

As a result of an inquiry from a depository librarian, we have contacted the Bureau of the Census to determine if bound volumes of the 1980 Census of Population, or of the 1980 Census of Housing, will be issued to replace the paper volumes. The Bureau informed us that no bound volumes are planned.

DOE MICROFICHE CLAIMS

Please send any claim requests for the Department of Energy microfiche, item numbers 0430-L-nos. and 0430-M-nos., mailed from DOE/TIC, to:

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